

2003 Emerging Leaders Conference

Candidate Profile Outline

Each ELC nominee is to prepare a candidate profile in the format outlined below.

Name:

Current Position, Title, Series, Grade/Career Program:

Organization:

(Include office-symbol and complete mailing address – do not use a P.O. Box as your mailing address)

Office Telephone / Fax Numbers:

E-Mail Address:

Career Objectives:

Work Experience:

(Limit to positions you have held in the past ten years. Include position title, location and a brief description of responsibilities and accomplishments)

Education:

(Include all educational institutions and degrees held)

Special Training / Coursework:

(Coursework taken that is not part of a degree program. Include professional and personal development)

Awards / Special Recognition:

Volunteer and Community Service:

Special Interests:

Provide one example of how you have made a difference.

(This example can be derived from an action you took that was work-related or associated with activities outside the workplace)

